

West Hartford Public Library Board Agenda

Virtual Meeting

Monday, October 24, 2022 - 6:30 p.m.

This meeting can be viewed live on West Hartford Community Television at www.whctv.org and www.youtube.com/whctv5

1. Call to Order
2. Public Comment
3. Approval of the Consent Agenda (Items 4, & 8ai, 8aii)
4. Approval of the Minutes of the September 29, 2022 Meeting
5. Chair's Report
6. Old Business
 - a. New Community Center & Library Project – Jill Spear & Laura Irmscher
7. New Business
 - a. Library Board 2023 Meeting Dates – Eileen Daly
 - b. 2022-2023 Holiday and Sunday Schedule – Laura Irmscher
 - c. Policy Review Calendar – Laura Irmscher
8. Director's Reports
 - a. October documents submitted:
 - i. Library Administrative report (August and September)
 - ii. Budget report
 - b. Library Updates – Laura Irmscher
9. Adjournment
 - a. Next Meeting is scheduled for November 28, 2022

Anyone requiring auxiliary aid or service for effective communication or modification of policies or procedures to participate in a meeting, service, program or activity of the Town of West Hartford, should contact Suzanne Oslander, ADA Coordinator, at suzanneo@westhartfordct.gov or (860) 561-7580, as soon as possible, preferably seven days beforehand.

Public Comment Instructions: Individuals who wish to comment on an agenda item, may do so by sending an email with the subject "public comment" to Board@westhartfordlibrary.org on or before October 21, 2022.

WEST HARTFORD PUBLIC LIBRARY BOARD MINUTES
Monday, July 25, 2022, 6:30 p.m.
VIRTUAL MEETING

1. CALL TO ORDER

Chair Eileen Daly called the Library Board to order at 6:40 p.m. Present, via Town of West Hartford WebEx were Board members Kim Cohen, Eileen Daly, Gail Crockett, Dr. Natalia Menjivar and Jill Spear, Library Director Laura Irmscher, and Janet Valencis, recorder. No one was present from the public.

2. PUBLIC COMMENT - none

3. APPROVAL OF THE CONSENT AGENDA (Items 4 & 8a i, 8a ii, 8a iii.)

MOTION: On a motion made by Jill Spear and seconded by Gail Crockett, the Board unanimously approved the Consent Agenda.

4. THE MEETING MINUTES of June 27, 2022 were approved as part of the consent agenda.

5. CHAIR'S REPORT

- a. If a member of the public would like to have their comments read at a meeting, they need to be submitted in advance. The meeting agenda notes the submission deadline.
- b. Jill attended an advisory board meeting for the new community center. She outlined the discussion points and stated that the library's initial list of requirements was included in the advisory board meeting notes.

6. OLD BUSINESS: none

7. NEW BUSINESS

- a. Adding an item to the agenda

MOTION: On a motion made by Kim Cohen and seconded by Gail Crockett, the Board unanimously approved the addition of an agenda item about modifying the library schedule for a staff development event.

- b. Staff Professional Development

Laura stated that the staff professional development plan includes 1 full day and two half days of training. On September 8, 2022, the library would like to have a half day of professional development for staff. All three branches of the library would be closed from 10 am to 2 pm. All three branches would open at from 2 pm to 5 pm that day.

MOTION: On a motion made by Jill Spear and seconded by Gail Crockett, the Board unanimously approved the schedule change for staff professional development.

8. DIRECTOR'S REPORT

- a. June Report, submitted:
 - i. Library Administrative Report
 - ii. Budget Report
 - iii. Circulation Statistics
- b. Current Month Briefing.
 - The library website will be the host for the new Community Center's webpage. The library will also provide information to residents via the library newsletter and physical copies of information at library sites.
 - Two new part time children's reference librarians have been hired as well as a part time technical assistant.
 - The children and teen librarians have been working with the schools to have students sign up for library cards.
 - The library met with the Adult Education Program to discuss how the library and the Adult Education Program can collaborate to better serve the adult education population.

9. EXECUTIVE SESSION

MOTION: On a motion made by Jill Spear and seconded by Gail Crockett, the Board went into Executive Session to discuss a personnel matter at 7:05 pm.

Board members Kim Cohen, Eileen Daly, Gail Crockett, Dr. Natalia Menjivar and Jill Spear as well as Library Director Laura Irmscher attended the executive session.

The board returned to the regular meeting at 8:23 pm.

10. ADJOURNMENT

MOTION: The Library Board Meeting was unanimously adjourned at 8:24pm. The next scheduled Board Meeting is September 26, 2022

Respectfully submitted,

Kim Cohen
Board Secretary

"This meeting was held remotely and the public had the ability to view the meeting in real-time live on West Hartford Community Television at www.whctv.org and www.youtube/whctv5.

Town of West Hartford
Library Expenditures
FY23 September 2022

	GENERAL FUND				
	BUDGET	ENCUMBERED	EXPENDITURE	BALANCE	% OF BUDGET SPENT
Expenditures					
Library Personal Expenses	\$2,640,978.00		\$579,518.08	\$2,061,459.92	22%
Library Non Personal Expenses	\$652,637.00		\$248,335.93	\$404,301.07	38%
Social Security Expenses	\$ 198,319.00		\$ 40,766.01	\$157,552.99	21%
TOTAL EXPENDITURES FUND 1	\$3,491,934.00		\$868,620.02	\$2,623,313.98	25%

September Administrative Report

Library Statistics

- Total Circulation: 53,534 (6% increase from Sept 2021)
- Smart Locker: 148 locker retrievals; 163 unique users total
- Curbside appointments: 65
- New Cards: 294
- Study Pod Reservations: 75
- Collection Items Added: 2,536
- ILL: 26 requests to borrow; 64 items supplied to other libraries
- Notary: 23 patrons served
- Tech Volunteer Help: 8
- Studio 20 South Appointments: 10

New Community Center & Library Project

Excellent progress continues with Tecton Architects on the new community center, senior center, and library feasibility study. Antonia and Eddy from Tecton met with library staff at the fall staff day to share about the project and hear feedback from the library staff about the project and their hopes for a new library.

The library's website hosts the project information page and library staff have worked with the architects to keep the information up to date. The site recently featured 3 different plan diagram options and asked the community to rank different aspects of the plan and share comments about the building concepts. This was another important way to get feedback from the community, particularly from people who haven't been able to attend any of the public events.

Fall Staff Day

Staff gathered at the Faxon Library on September 8 for a half-day of professional development. The day included an informational session with Tecton Architects on the new community center and library, a presentation on Thomas Kilfoil and his bequest, a customer service workshop from the Disney Institute, an introduction to the library's strategic plan, and, of course, another round of trivia. Congratulations to Lauren Yarnall for winning the coveted new trivia trophy!



New Employee Recognition Program

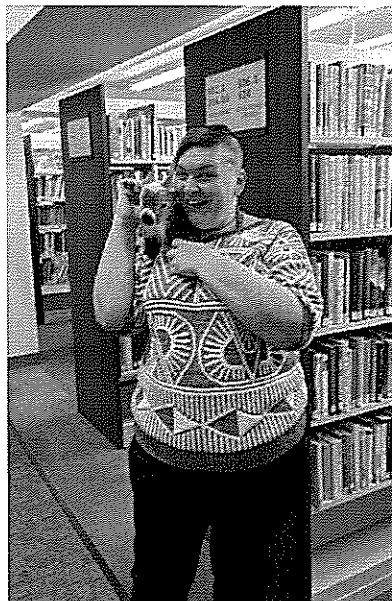
At Staff Day, the Operations Team launched our new employee recognition program to recognize all the great work being done at the library. To that end, we present to you – a goat! Sports fans know that goat is an acronym for greatest of all time. Usually people think of Tom Brady, but here at the library we have a lot of goats. So much so that each month we'll recognize a goat on staff who will serve as caretaker of the goat for one month. The person recognized will then pass the honor along to another library staff member the following month. The purpose is to highlight the great work being done at the library and the only criteria is for employees to give it to someone they feel is deserving of recognition – whether that be because they carried out a successful project or supported a major initiative, or simply because they're reliable or consistently provide quality customer service. The criteria is purposefully broad so that staff in various roles and departments are recognized, and, in this spirit, we encourage staff to look outside of their immediate job setting to learn about all that's going on at the library.

September GOAT



To kick things off, the Operations Team decided to give it to a staff member who consistently gets praise from staff and patrons alike. This person is extremely helpful, always has a positive attitude, and she goes out of her way to make sure patrons in the computer lab, Studio, and the Teen Room leave with a smile on their face. The inaugural recipient of the goat and a collective high five is Rachael Graves. Congrats Rachael!

October GOAT



Our inaugural goat caretaker, Rachael, chose Desiree Meyer as the next recipient, citing her positive attitude and willingness to help patrons and staff. Desiree joined us in 2007 and she's currently part of the Collection Services team. Her career path has included time at all three branches in various roles (page, circulation assistant, ILL). Congrats Desiree!

Children's Summer Reading

Bailey Berardino has compiled all Summer Reading 2022 statistics and sent these to each school as well as to the West Hartford Board of Education. All schools have received data on how many reading logs were completed for each grade level. In total, 320 paper reading logs were submitted to the libraries and 61 reading logs were electronically submitted. Many children are still turning in their reading logs to their schools so the paper reading log totals will increase.

Kindness Project

This fall we will be running the 6th annual Kindness Project. In the spirit of kindness toward others, the West Hartford Public Library will help those in need by collecting donations to help the community. We are proud to donate to The West Hartford Food Pantry and Fern Street Universalist Church Backpack Program. The project collection of items will take place from November 14 through December 16 with product distribution taking place the following week.

The Mayor's Youth Council has chosen the library's Kindness Project as one of their four impact projects to work on this year. At least 12 of the members of the Council will be working with Carol and Bailey to collect hygiene products and other items to be distributed at the West Hartford Food Pantry, Universalist Church backpack program and other community distribution sites. Two of these members will serve as chairs of the impact project.

We have received a donation of 200 Dignity Totes from the Dignity Grows organization. These totes contain one month's worth of feminine hygiene products and will be distributed by the West Hartford Food Pantry as part of the Kindness Project.

Community Engagement & Outreach

Ann Marie visited the **Court of Saint James** on Tuesday, September 27th to give a brief presentation on how to organize and run a book discussion group. Approximately nine participants will participate in the discussion. She left them with a listing of our book discussion kits and a handout on how to run an organized book group which they put to good use – she delivered their first book group kit later in the week.

Carol visited the **Charter Oak Family Resource Center** to meet families with babies and young children to offer an opportunity for them to register for library cards and the Welcome Baby program.

Staffing Updates

We are excited to welcome new members to our team. Nadia Murtishi, presently working part-time at the Danbury Library and Wendy Pierman Mitzel from the Kent Memorial Library in Suffield, will be each assuming regular shifts in NWL Children's as well as in other circulation points in the system.

Adult Services & Programs

Featured Programs

- Coral Reef Communities with Mystic Aquarium (virtual)
- Abdou Sarr – Senegalese Dancer (in-person)
- Medicare 101 (virtual)
- Classics of Modern Short Fiction (in-person)
- Edible Wild Plants and Fungi of Autumn (virtual)
- Understand Yourself and Others Through the Meyers-Briggs Personality Assessment (virtual)

Total Attendance for Featured Programs: 327

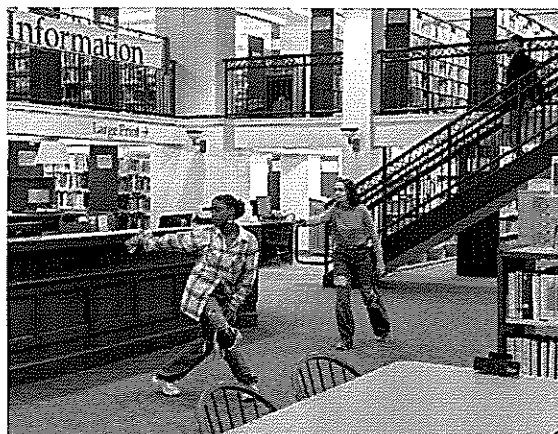
Regular Programs

- *The New Yorker* magazine discussion group (virtual)
- West Hartford Fiction Writers (virtual)
- Connecticut Screenwriters (hybrid)
- Faxon Poets (hybrid)
- *The Atlantic* magazine discussion group (virtual)
- Fiber Arts Book Club (hybrid)
- Night Owls Book Group (virtual)
- Cookbook Club (in-person)

Total Attendance for Series Programs: 189

The first meeting of the Cookbook Club took place on Monday September 19th. Thirteen members attended, 4 of whom were brand new to the group. This was the first meeting since pre-covid times. They discussed the cookbooks authored by Melissa Clark, NY Times columnist.

In celebration of National Dance Alliance Day on September 17, the West Hartford Public Library offered Words & Movement – Come and Dance Your Story for families in the morning and a site-specific dance event on the Adult and Mezzanine floors in the afternoon. This program was a partnership between the West Hartford Public Library and the Connecticut Dance Alliance.



Updates

WHPL mugs are now available for patrons to purchase at all three locations for \$7 each. Proceeds will go to the West Hartford Public Library Foundation to benefit the library.

Branch Libraries

The Bishops Corner staff will be welcoming a student volunteer from the Intensive Education Academy this fall. This student will come with a job coach every Wednesday morning for 1.5 hours. Tasks will include organizing book carts, identifying “old” new books, straightening book shelves and magazines and cleaning toys in the children’s play area and storytime room.

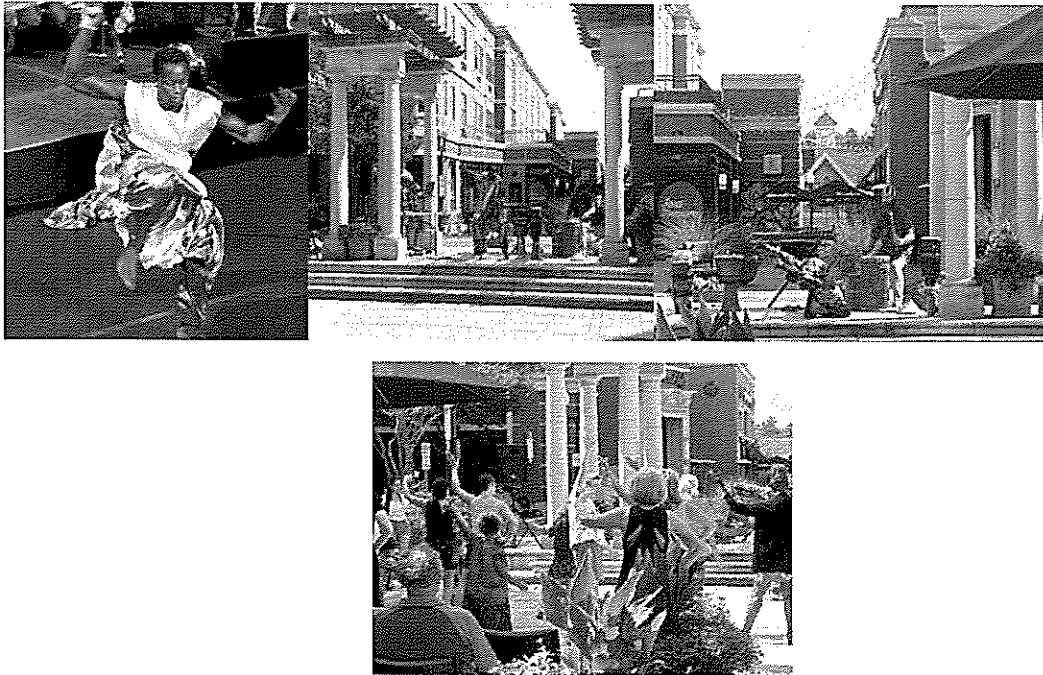
For the first time since we have been using the Smart Locker at Bishops Corner, we hit 100% capacity! This means that 21 separate patrons all had items checked out and waiting in a locker to be picked up.

Children’s Services & Programs

Programs

Fall Storytime registration began on the morning of September 6, with most program seats and waiting lists filling quickly. In order to make it possible for every child to attend a program, we have offered several programs that do not require registration. These include Sunny Stories, Babytime and Art Cart during the day and Pajama Storytime on Tuesday nights. New programs for school age and tweens include Tween Tuesdays, an afternoon program each month that offers baking, crafting, tech’ing, building and more as well as Oh, Snap! for students in grades 1-4 to experience the library’s new SNAP Circuit Kits and Lego Club.

Senegalese dancer (a master teacher of the sabaar and djembe dances from Senegal, West Africa) and musician Abdou Sarr was the first performer at the Celebrate All of Us kick-off event on the morning of September 10. At least 100 people (many families with children) attended on a beautiful day in Blue Back Square. Abdou, along with an accompanying musician, played the drums, danced and told stories about his West African home and family. The charismatic Abdou even makes his own costumes.



The new Tween Den program is going well at Faxon. There are now a dozen students in grades 5-7 signed up and the parents seem very pleased to have a program with social interaction for that age group. They did VR once, and have also played cards, chess, board games, etc. When the weather cooperates, the group meets outside at the picnic tables.

Oh, Snap! was held on the afternoon of September 28 to allow an opportunity for students in grades 1-4 to explore fundamental physical principals such as current, polarity, contact, and series vs. parallel using the library's SNAP Circuit Kits to make a fan go, an alarm buzz, and so much more!

Updates

The West Hartford Special Education PTO (SEPTO) will, in partnership with the West Hartford Public Library, present a parenting program centered around the book "Breaking Free of Child Anxiety and OCD with author Dr. Eli Lebowitz from Yale University on the evening of April 26. This book is the annual book ready for SEPTO members. Ellen Phillips is working with SEPTO to facilitate this program. A copy of this book for each building's Parenting Collection is now in progress.

Teen Services

Programs

On 9/8 the second West Hartford Immigrant Teens (WHIT) meeting took place at Beachland Park. Students chose their fall project (an English conversation group) and talked about setting up chapters at Conard and Hall.



- The first all female and nonbinary Dungeons & Dragons group met on 9/10. Registration is full with several teens on the waitlist.
- DIY air plant terrarium program on 9/17 with 10 participants.
- Fall / Winter Anime Club began 9/21 with 5 attendees.
- Teen Advisory Board 2022-2023 applications closed on 9/21 and there will be 8 returning members and 10 new students representing grades 6-12.

Updates

- West Hartford Immigrant Teens had its most well-attended meeting at the Faxon Library on 9/21. Teens are starting to plan their first community service project of the year.
- Minutes of the September 13 Mayor's Youth Council meeting were submitted to the Town Clerk's Office on September 23.

Policy	Date Adopted/Revised	Year to Review
Children's Use of the Library	4/25/2016	2023
Circulation Policies	2/24/2020	2025
Customer Service Policy	6/18/2018	2023
Display and Information Distribution Guidelines	10/25/2010	2023
Gallery Exhibit Procedures	11/26/2018	2024
Homebound Service Policy	1/25/2010	2022
Local Authors Shelf Policy	11/25/2019	2024
Lost and Found Policy	9/24/2018	2024
Materials Selection Policy	10/29/2018	2024
Meeting Rooms - Rules for use of...	2/26/2018	2023
Patron Rules of Conduct and Enforcement	7/27/2020	2023
Photography - Video & Film Recording Policy	7/27/2020	2025
Piano Policy	10/20/2008	2022
Political Campaign Materials Policy	4/25/2016	2025
Privacy Policy	5/20/2019	2024
Program Policy	5/18/2020	2025
Public Access of the Internet	2/25/2019	2024
Public Art Policy	11/26/2018	2024
Reference & Information Services Policy	6/18/2018	2023
Service Animals Policy	9/24/2018	2024
Social Media Policy	2/24/2020	2025
Teen Services Policy	10/28/2019	2025
Tutoring Policy	3/27/2017	2023
Volunteer Policy	7/22/2019	2025
Vulnerable Child Policy	4/25/2016	2023
Wireless Access Policy	2/25/2019	2024

West Hartford Public Library

DRAFT 2022- 2023 Holiday and Sunday Schedule

November 23, 2022 – all locations close at 4:30pm

November 25, 2022 – regular hours at all locations

December 24, 2022 – 10:00 – 1:00 at all locations

December 31, 2022 – regular hours at all locations

Sundays open at Noah Webster (12:00 – 4:00)

January 22, 2023

February 26, 2023

January 29, 2023

March 5, 2023

February 5, 2023

March 12, 2023

February 12, 2023

March 19, 2023

CLOSED February 19, 2023

March 26, 2023

April 2, 2023

Town Holiday – Library Closed

New Year's Day

Martin Luther King's Day

Presidents Day

Good Friday

Memorial Day

Juneteenth Independence Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

Observed On

Monday, January 2, 2023

Monday, January 16, 2023

Monday, February 20, 2023

Friday, April 7, 2023

Monday, May 29, 2023

Monday, June 19, 2023

Tuesday, July 4, 2023

Monday, September 4, 2023

Monday, October 9, 2023

Friday, November 10, 2023

Thursday, November 23, 2023

Monday, December 25, 2023

